TO THE INDEX

E.I.T Manual

Updated: July 2008

TABLE OF CONTENTS

1. INTRODUCTION

1.1. History

In 1951, the Idaho Department of Highways was reorganized and placed under the direction of a Board. In 1974, the Idaho Department of Highways became the Idaho Transportation Department.

Earle V. Miller, who was then the State Highway Engineer, established the Engineer-In-Training (EIT) program in 1952. Mr. Miller's foresight has provided ITD with a program that supplies the Department with a pool of Engineers capable of meeting its technical and managerial needs. The administration of the EIT program remains the responsibility of the Chief Engineer.

1.2. Purpose

The Engineer-In-Training program is designed to develop future professionals for the Idaho Transportation Department while providing the experience needed to meet Idaho State licensing requirements. District Engineers and Section Managers are directly responsible for each EIT's work experience, assuring that assignments meet the needs of the individual and the Idaho Transportation Department.

BACK TO INDEX

2. PROGRAM

2.1. Phase 1 – District Assignment

This phase takes approximately three years to complete. The first assignment is generally to one of the Districts where the EIT gains experience in Construction, Materials, Design, Traffic, Environmental, Planning, Right-of-Way, and Maintenance.

2.2. Phase 2 – Headquarters Assignment

After completing the first phase of training, EIT’s are usually transferred to Boise headquarters for approximately eighteen months. In addition to further specialization in the Headquarters sections, EIT's are introduced to administrative and managerial functions. Licensure as a professional engineer ends the second phase of training.

2.3. Promotion and Testing

After two years of experience, the EIT is promoted to Associate Engineer.

After four years of experience, the EIT may take the PE examination. The EIT is responsible for applying and taking the PE examination and obtaining licensure from the Idaho Board of Registration of Professional Engineers and Professional Land Surveyors.

If funding is available, the department will provide the EIT the opportunity to take an external PE examination refresher course. The course may be taken in a classroom setting or over the internet, depending on the EIT’s preference and/or course availability.

After notification of passing results, the EIT is promoted into a Transportation Staff Engineer (TSE) position. Placement location is dependent on availability, but the Department usually works with the EIT as much as possible for preference.

In recent years, it has become common practice for an EIT to underfill a TSE position. This usually occurs during the last year an EIT is in the program. An EIT is not fully instated into an underfilled position until the EIT has completed the licensure process, but for all practical purposes the EIT is no longer a formal member of the EIT program.

2.4. Moving Guidelines

As the situation of every EIT is different, moving expenses are typically evaluated on a case-by-case basis. In the past, the Department has paid for a house-hunting trip and the actual moving expenses. Some moving expenses are taxable and some are not. Realtor fees and realty expenses are not reimbursed. (See Financial Services Manual Subsection 4.5 Moving Expenses – Link to Financial Services.)

2.5. Performance Evaluation

ITD requires that performance plans be developed periodically, followed by a performance evaluation at the end of the plan term. Because of the EIT's rotational status, performance evaluations are done at more frequent intervals than most employees. The EIT is responsible for making certain that performance plans and evaluations are conducted at the proper times. The EIT should coordinate this effort with the appropriate Human Resource personnel at the location where they are working.

It is recommended that the EIT have a performance plan developed at the inception of each new rotation assignment. Similarly, a performance evaluation would be completed at the completion of each rotation. Typically the plan and evaluation will be completed by the Section Head or by the EIT's direct supervisor if the Section Head chooses to delegate that responsibility. While in the District ADE will generally be the reviewing authority on EIT performance evaluations.

The EIT is required to have the original, completed performance evaluation sent to the EIT Administrator at the end of the first 6-month period of employment, and after every successive 12-month period. The first 6-month period of employment is a probationary period. An employee-off-probation evaluation must be completed at the end of this first 6-month period.

A special performance evaluation at the end of each 12-month period does not need to be completed to stay on this schedule; the last Section closeout evaluation may be utilized. However, if the EIT or the Section Head desires, a special evaluation may be completed at the end of each 12-month period. This would be done by compiling the performance evaluations from the various sections where the EIT may have worked during the prior 12-months.

BACK TO INDEX

3. EIT SCHEDULE

3.1. Purpose

An EIT's schedule should be made to ensure that the EIT has the opportunity to experience all sections of the District with emphasis being placed on those areas that will be of the most benefit to the EIT in the future. This exposure is to help an EIT develop an understanding of the Department and also to gain experience in each section in order to be better prepared when assuming a supervisory or managerial position later in their career.

3.2. Preparation

The EIT Schedule should be made and agreed upon by the EIT and the Assistant District Engineer, as well as the District Engineer and the EIT Coordinator. The schedule should consist of three years rotating within the District or Districts with the final year being reserved for a rotation at Headquarters in Boise. It is recommended that no rotation in any given section be for longer than six months unless there is good reason for the extension. Remember this schedule should offer the EIT as many opportunities to be in the different sections as possible.

All EIT schedules are kept electronically in the EIT Schedule Program, for which a link is located in the EIT Folder of Public Folders. It is the EIT's responsibility to keep the program current with his or her latest approved schedule.

3.3. Distribution

Department personnel can access EIT schedules in the EIT Folder of Public Folders at any time.

Once an EIT's initial schedule is complete, a copy should be submitted to both the EIT Coordinator and the EIT Administrator to be placed in the file. An updated copy of the EIT's individual schedule should be printed from the EIT Schedule Program and attached to each EIT report as well.

3.4. Examples

All completed schedules are posted electronically in the EIT Folder of Public Folders. An example of an EIT schedule is attached in the appendix of this manual.

APPENDIX EXAMPLE SCHEDULE

BACK TO INDEX

4. ORGANIZATION CHARTS

4.1. General

Organization charts are available for all levels of the Transportation Department. These charts are subject to frequent revision, and therefore are not included in this manual. To access the latest revision of the Department organization charts, please reference the following location on the ITD Intranet.

http://intranet/admin_services/HRS/ORGCHARTS/orgcharts.htm

4.2. District Organization Charts

Most Districts maintain local organization charts that list individual personnel. These are subject to very frequent revision, and therefore are not included in this manual. Please check with the District you are assigned to for the most current revision of their local chart. Districts revise their organization charts as often as monthly.

BACK TO INDEX

5. ORIENTATION

5.1. General

New employees in most cases should report to the Headquarters Building in Boise for their first day and meet with the EIT Coordinator for orientation. EIT's can expect the following itinerary:

- Employment registration with the Human Resource Services
- Safety Orientation
- Introduction to the Division of Highways Business Manager
- Obtain training equipment
  - Digital Camera
  - Laptop Computer
  - Hardhat
  - Calculator
  - EIT Manual
  - Safety Vest
  - Planner
  - Spec. Book
- Introductions to the Chief Engineer and Section Heads and Tour of Headquarters Complex

5.2. District

Upon receiving assignment to one of the Administrative Districts, the district is to have a designated person that will provide an orientation for the newly hired EIT. Regardless, each EIT should seek out the following:

- Introduction to District Engineer and Assistant District Engineer(s)
- Tour of District Complex
- Necessary building keys
- Necessary gate keys and/or codes
- Necessary manuals (CA manual, etc.)

Keys and manuals may have to be obtained from and returned to each section during rotation.

BACK TO INDEX

6. OVERVIEW OF DISTRICT TRAINING ASSIGNMENTS

6.1. General

An Engineer-In-Training (EIT) generally spends four and a half years in the program prior to receiving a P.E. license. Newly appointed EIT's receive a one-day Department orientation at Headquarters from the EIT Coordinator at the beginning of their training. Approximately the first three years are spent in a District and the remaining one and a half years in Boise Headquarters. The atypical case would be when an EIT enters the ITD EIT program with prior work experience applicable toward their P.E. licensing requirements. The EIT's district and HQ schedule would reflect a shortened program for this case.

The District, along with the EIT, will be responsible for ensuring that all necessary and appropriate training is completed. The following is typical for the EIT's District assignment:

Design	6	months
Traffic	6	months
Construction / Maintenance	16	months
Materials	6	months
Environmental / Right of Way / Port of Entry	2	months
Total District Time	36	months

6.2. Design

In Design the EIT gains a basic knowledge of the overall function and mission of the Roadway Design section. The EIT becomes familiar with the ITD Design Manual, and the processes and procedures involved in project design.

The EIT is introduced to the following areas: project funding, environmental considerations, design standards, quantity and cost estimates, ITD and industry standard specifications, horizontal and vertical controls, basic structures, right-of-way issues, and hydraulics. The EIT also gains a basic understanding of the computerized drafting and design programs used within the Design section.

6.3. Traffic

In Traffic the EIT gains knowledge of signing, signals, illumination, detours, and pavement markings. Familiarity with standards for traffic control devices as found in the MUTCD and ITD Traffic manual is gained, along with an understanding of speed studies, signal warrant studies, and turn-lane warrants. The EIT determines capacity and level-of-service using the standard Highway Capacity Manual and computer programs.

6.4. Construction/Maintenance

Depending on which district the EIT does their training, Construction and Maintenance may either be separate or combined areas. Regardless of district, the EIT should experience the same training. While in Construction, training provides the EIT with hands-on practical experience in the elements of highway construction including planning, staffing, surveying, inspection, testing, contract administration, and use of plans and specifications. The EIT is responsible for

maintaining a diary on each construction project. The diary is a detailed account of each day during the construction process.

While in Maintenance, the EIT becomes familiar with the various maintenance activities including patching, signing, striping, seal coats, snow and ice removal, and rest area maintenance. The EIT learns why and when the different maintenance activities are used.

6.5. Materials

The EIT gains training and experience in some or all of the following areas: foundation investigations, soils investigations, pavement condition surveys, pavement design, pavement management and project programming, materials phase reports, materials source operations and management, materials laboratory operations and independent assurance functions.

6.6. Right of Way, Environmental, and Port of Entry

The EIT becomes familiar with district right of way issues such as condemnation and acquisition of land for new construction; environmental issues such as the 4F environmental process, categorical exclusions, and environmental assessments; and port of entry operations.

BACK TO INDEX

7. OVERVIEW OF HEADQUARTERS TRAINING ASSIGNMENTS

7.1. General

At Headquarters, each EIT completes a minimum of three major assignments, with minor assignments in all remaining areas. A typical major assignment is generally three to four months in duration; a minor assignment is typically one to two months. If the EIT chooses, they may do a twelve-month major assignment in Bridge Design, in which case these requirements may be altered to some extent.

The following are the assignment areas in Headquarters:

Maintenance	1-4	months
Materials	1-4	months
Roadway Design and Environmental	1-4	months
Traffic	1-4	months
Transportation Planning	1	month
Highway Programming	1-2	months
Construction Administration	2-4	months
Bridge Design	3-12	months
Right of Way	1	month
Total Headquarters Time	18	months

7.2. Maintenance

The EIT becomes familiar with coordinating maintenance operations with the district. This includes preventive maintenance, winter maintenance techniques including anti-icing and weather information gathering, emergency management, bridge repairs and maintenance, promoting new maintenance products and practices, roadway equipment purchasing requirements and disposal, equipment management system, maintenance management systems, maintenance budget allocations, roadside vegetation, rest area administration, volunteer services coordination, and hazardous waste operations. The EIT is expected to perform special studies while in this section.

7.3. Materials

The EIT becomes acquainted with all the operations of materials testing in the laboratory and by the consultant. The EIT also participates in pooled judgment for problem solving in specification writing, soils evaluation, material source use, pavement design, foundation design, research, and product evaluation.

The EIT reviews Materials reports submitted by districts and comments as needed. He/she also becomes familiar with pavement design using Falling Weight Deflection data.

7.4. Roadway Design and Environmental

While working in the Roadway Design section the EIT is introduced to design, project development, geometrics and operations, computer systems, hydraulics, location, and utilities. The EIT reviews plans and contract pre-award procedures including final Plans, Specifications & Estimates review of plans, assembling bid packages, advertising and bid procedures, and review of pre-award submittals. The EIT gains exposure to the Consultant Administration Unit as well.

While working in the Environmental section the EIT learns about the National Environmental Protection Act and its requirements, archeological and cultural resources, ecological studies, noise studies, and permitting requirements for construction projects.

7.5. Traffic

While in traffic, the EIT is introduced to video log program, accident studies, highway safety program, logo and destination signing, tort claims, sign fabrication, and design of signal installations. The EIT becomes familiar with the operations of the sign and signal shop, and reviews speed studies and other traffic studies submitted by the districts. The EIT will also be introduced to the concepts of access management and intelligent transportation systems. The EIT should expect to perform special studies while in this section.

7.6. Transportation Planning

Transportation Planning introduces the EIT to the pavement management systems, traffic survey and analysis, geographic information systems (cartographic operations), intermodal planning, highway needs reports, corridor studies, mile post log, rail plan, congestion studies, scenic byways report, and bicycle/pedestrian plans.

7.7. Highway Programming

The Highway Programming section introduces the EIT to the many funding programs. An understanding will be gained of how projects are funded and scheduled.

7.8. Construction

The EIT will review post-award contract administration, review/approval of change orders, inspection-in-depth procedures (field reviews), other construction inspection and reports, and review/update the contract administration manual/specifications. The EIT will analyze construction contract claims appealed to the Chief Engineer.

7.9. Bridge Design

The EIT becomes familiar with the required data for bridge project development, profile grade, cross sections, railing types, quantities, and rebar schedules, detailing, CADD system, bridge filing system, required clearances, Phase IV material reports, preliminary design, concept studies, submittal procedures, alignment, problems with curves, superelevations and lengths, methods of design, computer programs, AASHTO specifications, bridge office standards, bridge standard drawings, review of consultant plans, and review of shop drawings. The option special 12-month major assignment will include a complete bridge design.

7.10. Right of Way

The EIT receives an overview of operations of the right of way section, including appraisal and appraisal review, negotiations, right of way programming, procedure review, titles, property management (sales and rentals), uniform relocation and real property acquisition requirements, highway beautification program (outdoor advertising and junkyard control), and the real property management system (RPMS).

7.11. Other Sections

The EIT may choose to do special minor rotations in the following areas if they are of particular interest. All EIT's should make certain that they become acquainted with these sections.

BACK TO INDEX

8. EIT REPORTS

8.1. General

A memo shall be written to the ITD Chief Engineer/State Highway Administrator at the end of every section rotation or a minimum of once every six months. The memo should be written on an ITD-500 form and is meant to provide the Chief Engineer with a general summary of an EIT's experience in the section. The format of the memo is up to each individual but should be limited to one page or two pages at the most.

The memo should also mention any training, workshops, conferences, classes, etc. attended.

An updated rotation schedule should also be attached. The schedule shall include a rotation history as well as the timetable for future section rotations throughout the transportation department. It is the responsibility of each individual EIT to keep their schedule current.

It is preferred that the memo be emailed to the intended recipients along with all other attachments. In addition to the Chief Engineer, the following people should be sent copies of each EIT Report:

ACE (O) – Greg Laragan
ACE (D) – Loren Thomas
EIT Coordinator – Matt Farrar
EIT Council (3) – Devin Rigby, Tom Cole, Dave Jones
EIT Mentor – Brent Jennings
Operations – Janie Stillwell
DE
ADE(s)
Last Section Manager
Next Section Manager

See Appendix for samples of EIT Reports and Schedules.

BACK TO INDEX

9. RECOMMENDED MEETINGS

9.1. General

The following is only a partial list, there may be additional events required. Always consult with your ADE(s) and/or section supervisor for pertinent meetings and conferences. Attendance should be balanced with work assignments and responsibilities.

- EIT meetings (mandatory)
- EIT Conference (mandatory)
- Asphalt Conference (at least once)
- Materials Conference (at least once)
- Resident Engineer Conference (at least once)
- Traffic Conference (at least once)
- Design Conferences (at least once)
- Roadbuilders Conference (at least once)
- Maintenance Conference (at least once)

Other meetings that may be helpful:

- Foreman meetings (as directed)
- Biannual Maintenance “Toolbox Tour” (at least once)
- District & Section staff meetings (as often as possible)
- Safety Meetings and Seminars (as often as possible)
- Pre-concept, Pre-construction, & Partnering Meetings (as directed)

Always keep a diary or written account of all meetings/conferences attended for your annual EIT Report.

All conferences that are not department sponsored or that incur fees or travel expenses should be cleared with the EIT Administrator (currently the TBM).

BACK TO INDEX

10. RECOMMENDED TRAINING

10.1. General

The following is not a complete list; there are many training courses available within the DOH Training Catalog and the Division of Human Resources (DHR). There are some management classes offered through DHR. Always consult with your ADE, section supervisor, and EEO S/T Coordinator for pertinent and upcoming training events. Any training should be balanced with work assignments and responsibilities.

Management
- Introduction to Supervision
- Essentials of Management
- Basic Communication for Supervisors
- Intermediate Communication for Supervisors
- Managing Performance
- Hiring the Right Person
- Making Meetings Work
- Fundamentals of Project Management

Design
- Microstation & InRoads
- Intro to Highway Hydraulics
- Design Standards/Process
- High Estimate
- CPM-Critical Path Method Scheduling
- Public Involvement
- Urban Drainage Design

Traffic
- Design and Operation of Work Zone Traffic Control
- Roadside Design Guide
- Highway Capacity

Construction/Maintenance
- Idaho Construction Leadership Academy (ICLA)
- Traffic Control/Flagging
- Troxler - Nuclear Gage Training
- WAQTC Testing Courses- Aggregate, Concrete, Asphalt, & Base/Embankment
- WAQTC Inspections Courses – all as available
- Diary Writing

- QC/QA Courses (as directed)
- Claims Management
- Contract Administration
- Driven Pile Foundations – Construction Monitoring

Materials
- Hot-Mix Asphalt Construction

Environmental / Right of Way / Port of Entry
- Principles of Land Acquisition
- Wetland Identification, Delineation, and Regulation

Misc/Other
- CPR & First Aid
- Defensive Driving
- General Radio Communications
- NHI-National Highway Institute Courses (as directed)
- FHWA-Federal Highway Administration Courses (as directed)
- Hazardous Materials Module 1 & 2

Always keep a diary or written account of all training attended for your annual EIT Report.

All training that is not department sponsored or that incurs fees or travel expenses should be cleared with the EIT Administrator (currently the TBM).

BACK TO INDEX

11. MENTORING PROGRAM

11.1. General

The Idaho Transportation Department has implemented a formal mentoring program throughout the EIT program. Each EIT is assigned a mentor and enters into an agreement with their mentor for the period of one year.

Although there is a formal mentoring program, new EIT's are encouraged to find individuals within their sections or District that have experience within the program or area of training and that have a willingness to assist them in making their EIT years successful. These individuals should be looked to for answers to questions, help, advice, etc. It may be necessary to enlist the help of the Assistant District Engineer to locate these individuals, or, if necessary, to contact other EIT's in the program that may be able to help. The members of the EIT Council are also available for consultation when needed. It is important to note that a mentor should not take the place of an immediate supervisor but should be looked to as an additional resource.

BACK TO INDEX

12. EIT CONFERENCE

12.1. General

The EIT Conference is held every year around the first of April. The Conference is coordinated by an experienced EIT(s) and is usually held in the District where the EIT is assigned. In addition to guest speakers and lecturers, the Conference involves presentations by each EIT, a roundtable session with the Chief Engineer, tours, and special activities.

BACK TO INDEX

13. EIT PROGRAM STAFF

13.1. General

The EIT Council is a six-member panel appointed by the Chief Engineer to oversee the direction of the EIT program. One member of the EIT Council is designated as the EIT Coordinator, who acts as a routine contact and administers regular affairs of the EIT Program. The EIT Program also has an EIT Administrator to oversee budget issues and personnel tracking.

The EIT Program Staff consists of: - Revised 01/08

EIT Council

- Coordinator
  - Matt Farrar (BRIDGE ENGR.)
- Members
  - Devin Rigby (DE – 4)
  - Tom Cole (DE – 6)
  - Dave Jones (DE – 3)
- Mentor
  - Brent Jennings (HO&SE)

EIT Support

- Administrator
  - Janie Stillwell (Operations)

BACK TO INDEX

APPENDIX

ITD 0500 (Rev. 7-06)

Department Memorandum

Idaho Transportation Department

Date: NOVEMBER 28, 2006

To: STEVE HUTCHINSON, P.E.
CHIEF ENGINEER

From: EIT'S NAME
DISTRICT TWO EIT

Re: EIT REPORT, JUNE TO NOVEMBER 2006, DISTRICT TWO RESIDENCY, LEWISTON

For this past rotation, I was assigned to the district residency section to be project engineer for ST-4110(678), Twin House Road Turnbays south of Cottonwood on US-95 in Idaho County. This project included both asphalt and concrete paving.

After participating in the pre-construction conference, I began reviewing material submittals, subcontracts, the Storm Water Pollution Prevention Plan, the Hazardous Materials Spill Prevention Plan and I helped to prepare the Notice-of-Intent. During construction, I wrote and handled change orders and correspondence between the contractor and the Resident Engineer. I prepared pay item reports, the material summary, and ensured acceptance, verification, and independent assurance testing requirements were being met. As the testing was completed, I recorded the data and calculated bonus pay incentives and disincentives for the QCQA items. This experience was invaluable for my understanding the Department's specifications and the process of contract oversight.

In the field, I supervised residency staff as we performed the inspection and testing. Together we set grade for each ballast lift, ran aggregate gradations, performed compaction testing, sampled plant mix, tested concrete, worked concrete maturity testing and kept records.

District Two recently began experimenting with concrete maturity for predicting the strength of concrete. For this, I placed maturity sensors in some of the initial mix design cylinders. The sensors record time and temperature and are activated when the cylinders are made. The rate and extent of a chemical reaction is a function of time and temperature and maturity is the integral of the time verses temperature curve. I then correlated maturity verses cylinder break strength to interpolate and extrapolate strengths based on maturity data as collected from sensors placed in the field. Without having to wait for cylinder breaks, I knew when the concrete met the required strengths and I knew the moment when I could let the concrete receive traffic loading. This and other projects show maturity can be used as a reliable and accurate method of predicting concrete strengths instantaneously in the field. This is a great benefit when under a tight schedule and loading is critical.

When the turnbay project was completed, I began working on a series of tasks for the Top of Lewiston Hill to Genesee and Genesee to Thorn Creek projects on US-95. I analyzed the smoothness data collected by profiler checking for must grinds, profile grinding and calculating bonus incentives. I also helped to assemble and process data for fuel escalation to compensate the contractor for the increase in fuel costs.

At the same time I reviewed and helped with the construction inspection for a 23 meter concrete bridge, a box culvert and an MSE wall.

Next month, I will begin my Head Quarters rotation with emphasis in the Roadway Design, Materials, and Contract Administration sections. I look forward to the assignment.

Training, conferences, and classes I have attended in the last six-month period consist of the following subjects:

- Idaho Asphalt Conference
- EIT Mentoring Meetings
- Flagging Training
- Traffic Control Supervisor Training

CC

cc: ACE (O)
ACE (D)
EIT Coordinator – Farrar
EIT Council (3) – Stokes, Rigby, Cole, Jones, Jennings
HDBM – Brown
TBM – Stillwell
DE2
ADE2
RE2 A

BACK TO INDEX

APPENDIX

ITD 0500 (Rev. 7-06)

Department Memorandum

Idaho Transportation Department

Date: May 2, 2007

To: STEVE HUTCHINSON, P.E.
CHIEF ENGINEER
STATE HIGHWAY ADMINISTRATOR

From: EIT's NAME
ENGINEER-IN-TRAINING,
DISTRICT 3

Re: ENGINEER-IN-TRAINING REPORT

The following summarizes the work activities and training that I completed during my assignment in District 3 Design Group A in Boise, Idaho from November 6, 2006 through April 30, 2007.

Work Activities:

I-84, Cloverdale Rd Upass, Boise (Project No.: A010(949); Key No.: 10949)

This $420,000 project consists of the removal and replacement of two bridge girders that were damaged by an over-height vehicle in the summer of 2006. I was assigned to complete the design process, from Concept report to PS&E.

1. Contacted utilities, local agencies and emergency service providers requesting input about construction impacts.
2. Assisted with obtaining Environmental Approval & compiled an Erosion & Sediment Control Plan.
3. Utilized MicroStation software to complete vicinity map, summary sheets, and a traffic control sheet.
4. Compiled Concept Report (approved Jan. 18) and sent PS&E package to HQ (Feb. 16).
5. Attended bid opening (Mar. 20) & completed bid justification (138% of EE): project awarded on Apr.12, 2007

Other Activities

1. Assisted the Boise National Forest with the re-design of a parking area off SH-21; the re-design is meant to improve safety and maintenance concerns for highway & recreational users.
2. Compared District 3 plan room inventory to the KoVIS electronic data system to verify if plan sets had been scanned into the KoVIS program (completed ~1/3 of all D3 projects).
3. Sat on an interview panel and helped to select a new Civil Drafter for D3 Design.
4. Attended several field reviews for upcoming projects.

Training:

1. Plans and Specifications training: Nov. 8, 2006 at D3
2. Trans Talkers Speakers Club: Dec. 2006 to present (1-hour bi-weekly meetings) – Boise, Idaho
3. MicroStation XM Update – Jan. 2-5, 2007 at HQ

4. Best Management Practices NPDES/Storm Water (IQP): Jan. 23, 2007 at D3

Meetings:

1. Context Sensitive Solution (CSS) Workshop: Dec. 5, 2006 at D3
2. Pre-EIT Conference Meeting: Jan. 30, 2007 at HQ
3. Accelerated Construction Technology Transfer (ACTT) Workshop: Feb. 13-15, at WGI, Boise , Idaho
4. District 3 Staff, Project Development & Safety Meetings: various dates at D3

Conferences:

1. 2007 Road Builders Conference: Mar. 5-8, 2007 at Couer d'Alene Resort
2. 2007 EIT Conference: Apr. 3, 2007 at Boise Centre on the Grove
3. 2007 Project Development Conference: Apr. 4-5, 2007 at Boise Centre on the Grove

I am now in D3 Region 1 Construction where I will work under the supervision of Daris Bruce, Region 1 Engineer. I have been assigned Project Coordinator duties for the Cloverdale Rd. Upass (Key 10949). I will be in Region 1 for the next 6 months from May 2007 until October 2007.

cc:
ACE(O) – Laragan
ACE(D) – Thomas
BRIDGE – Farrar
DE4 – Rigby
DE6 – Cole
GARVEE – Jones
HO&SE – Jennings
HDBM – Brown
TBM – Stillwell
ADE(O)3 – Kuisti
ADE(E)3 – Gurnsey
D3Design(A) – Crider
D3RE1 – Bruce
D3PME – Garz
D3Admin - Schuld

BACK TO INDEX

APPENDIX

ITD 0500 (Rev. 7-06)

Department Memorandum

Idaho Transportation Department

Date: May 31, 2007 **Program Number(s)**

To: Steve Hutchinson, P.E.
CE/SHA **Key Number(s)**

From: EIT's Name
Engineer-in-Training **Program ID, County, Etc.**

Re: E.I.T. Report (District 3 - Traffic)

The following summarizes the work assignments, meetings, and training I have partaken in during my rotation with District 3 Traffic from April-May 2007. Given my accelerated EIT program, I reviewed various aspects of numerous projects to get a broad understanding of the Traffic Department.

I have primarily had the opportunity to generate speed zone studies and safety evaluations for various segments of highway throughout District 3. After a request comes in, I gather the speed study data (obtained from pneumatic tube monitors placed by other members of the Traffic Department) along with the accident history for the last 5 years and analyze them to determine whether the current speed zone is appropriate. I check to see if the 85^{th} percentile speed is reasonably close to the current posted speed as well as calculate how the accident per million vehicle miles (ACC/MVM) compares to the statewide base rate for that particular type of highway. I did have the opportunity to go out into the field to see how pneumatic tubes are placed across roadways.

In response to the tragic accident along SH-52 involving the death of five children in Emmett this year, I went out on SH-52 to check the curve advisory speed. After driving several times past the accident site and monitoring the degree of inclination I recorded that the curve could be safely run at the posted speed of 50 MPH. This speed gave an inclination of less than 10 degrees at all times. Running the curve at 55 MPH increased the degree of inclination between 10 and 12 degrees which is above the recommended slope.

I was able to attend two very informative classes while in the Traffic Department. The first was the Traffic Control Technician/Supervisor Course. This course clearly described the standards of MUTCD and how they need to be applied to all traffic control projects. This course has greatly increased my confidence in reviewing traffic control plans for upcoming projects as well as for the numerous utility permits that pass through the Traffic Department every week. The second course was to learn how to obtain and analyze speed study data.

The striping crew took me out with them to restripe lines along Chinden and Glenwood one afternoon. They first showed me how to replenish the truck's paint and reflective glass beads supplies and then took me out on the road to watch them stripe the pavement. Their coordination between driver and painters is like a dance with all knowing their parts and when to move in precision with the others. After about an

hour they let me try my hand at striping the solid white and white skip lines. It was an exciting experience and I gained a great appreciation for their work which is not easy to do properly.

I assisted the sign/electrical crew with interviews for two new full-time temporary positions. This was the first time I was given the chance to participate in an interviewing process. We interviewed three candidates for the positions on the day I attended. After the interviews were complete I discussed the pros/cons of each candidate with the others and we jointly decided on who we thought were best and tallied up the scores to determine if that coincided with our thoughts.

While Kevin Sablan was away for a week, I had the privilege of being the Acting Traffic Engineer. During that week I reviewed and approved traffic control plans for utility permits, answered numerous emails and letters from concerned citizens/officials regarding the safety of our roadways, and dealt with traffic requests from other ITD employees. I certainly learned what a difficult job it is to stay on top of all Traffic's incoming requests week in and week out.

My next rotation starts in June with District 3, Construction - Region 3 where I will be working with them for four months.

The following is a list of significant meetings and training I have attended while with the Traffic section.

MEETINGS

April 2007:	EIT Conference (8 hours) ITD Project Development Conference (16 hours) General Permits Meetings (5 hours) COMPASS TMAC Meeting (2 hours) ITE Monthly Meeting (1 hour) Trans Talkers Speakers Club (1 hour)
May 2007:	General Permits Meetings (5 hours) Trans Talkers Speakers Club (1 hour) US 20/26 Corridor - Public Meeting (6 hours)

TRAINING

April 2007:	MicroStation XM Update Class (30 hours)
May 2007:	Traffic Control Technician Class (8 hours) Traffic Control Supervisor Class (16 hours) Speed Limits and Speed Zones Class (12 hours)

cc: ACE (O) – Laragan
ACE (D) – Thomas
BRIDGE ENGR – Farrar
DE1 – Stokes
DE4 – Rigby
DE6 – Cole
GARVEE PM – Jones
THSE – Jennings
HDBM – Brown
TBM – Stillwell
DE3 –
ADE(O)3 – Kuisti
ADE(E)3 – Gurnsey
D3Traffic – Sablan
D3RE3 – King
D3Admin – Schuld

BACK TO INDEX

APPENDIX

ITD 0500 (Rev. 2-04)

Department Memorandum

Idaho Transportation Department

Date: May 1, 2006

To:	Steve Hutchinson, P.E. CE/SHA	**From:**	EIT's Name Engineer in Training
Re:	Engineer In Training Report	**Section:**	Project Development

The following is a summary of the training and work experience I have acquired during my EIT rotation in District 1 Project Development from October 2005 through April 2006. While in Project Development I have become familiar with ITD design practices from working on a variety of projects. The projects that I have had involvement with are:

2006 District 1 Seal Coats: I designed this year's seal coat projects from preliminary design to PS&E submittal. There are a total of eight seal coat projects this year covering 160 lane miles of two and four lane highways throughout District 1; for a total cost of $1,890,000. For these projects, I started with a wish list of highway sections needing seal coats, from our maintenance engineer, and determined the material and labor quantities required for each seal coat. I then made my engineers estimates, had the 1414's and 2101's sent to HQ, and drafted the traffic control plans on Microstation. Finally, I wrote the special provisions and assembled the PS&E package and sent them to roadway design. The bid opening for the 2006 District 1 Seal Coats is May 9th.

15th Ave Pedestrian and Bicycle Facility: The 15th Ave Pedestrian and Bicycle Facility project is a local enhancement project that will construct a six foot sidewalk and 2-six foot bicycle lanes along 2600 feet of 15th Ave in Post Falls; along with new signing and striping. For this project, I reviewed the consultant's proposal from JUB Engineering and held a meeting with the City of Post Falls and JUB to adjust the Scope of Work. I also did an independent labor estimate for the consultant services and had a meeting with the city and JUB to negotiate the man-hours required to complete the project design.

Sand Creek Pedestrian Boardwalk: The Sand Creek Pedestrian Boardwalk project will extend the existing eight foot wide concrete boardwalk by 460 feet along Sand Creek to a 20'x 20' landing, which will connect the boardwalk to Main St by a stairwell and an asphalt ADA accessible ramp. The work I did for this project was reviewing the consultant's proposal and I held a meeting with the City of Sand Point and Hatchmuller P.C., the consultant, to revise the Scope of Work.

I-90, Safety Improvements: For this project, I was to determine all the safety improvement needs for the nearly 74 miles of Interstate 90 through District 1. I obtained wish lists from our traffic and maintenance engineers and made some field trips to determine the Interstate's safety improvement needs. I then used the projected traffic volume and accident history reports for each of the three segment code sections of I-90 to do a safety evaluation for each of these sections. With this information I made a shopping list, with preliminary cost estimates, of potential safety improvements for I-90 for our Project Development Engineer, Jim Roletto.

I-90, Washington State Line to Sherman Ave: This project will mill and inlay 15 miles of I-90 and will include bridge deck repairs and rumble strips. All work for this project will be done at night between

the hours of 7:00pm and 5:30am. My main contribution to this project was to determine a justifiable lane rental fee to be incurred hourly for failure to remove all lane restrictions by the 5:30am deadline. I used the QuickZone – Work Zone Delay Estimation program to determine the delay costs, per lane, for each additional hour of lane restrictions after 5:30am by designing a traffic network in the QuickZone program and entering the hourly and daily traffic data from the 2004 annual traffic reports. An hourly lane rental fee of $6,500 was included into the special provisions of the project for traffic restrictions not being removed before the start of the morning commute.

In addition to the projects above, I have also completed the following training courses and attended various design related meetings:

Training:

- ✓ Context Sensitive Solutions – 14hrs
- ✓ Roadside Design Guide – 16hrs
- ✓ Pedestrian Access – 12hrs
- ✓ Roundabout Design Workshop – 14hrs
- ✓ WAQTC: Asphalt, Embankment & Base Requals

Meetings:

- ✓ Annual Design Summit
- ✓ District 1 Staff Meetings
- ✓ Local Planning Workshop
- ✓ Fish & Game Semiannual Meeting
- ✓ ITS Presentation by KCATT

As of May 8, 2006, I will be assigned to my third rotation in the District 1 Coeur d Alene Residency.

BACK TO INDEX

APPENDIX

EIT SCHEDULE - EIT'S NAME

Mar-05	D3 Materials	EIT
Apr-05		
May-05		
Jun-05	D3 Constr. Reg 3	
Jul-05		
Aug-05		
Sep-05		
Oct-05		
Nov-05		
Dec-05	D3 Traffic	
Jan-06		
Feb-06		
Mar-06		
Apr-06		
May-06		
Jun-06	D3 Constr. Reg 1	
Jul-06		
Aug-06		
Sep-06		
Oct-06		
Nov-06	D3 Design Group A	
Dec-06		
Jan-07		
Feb-07		
Mar-07		ASSOCIATE
Apr-07		
May-07	D3 Constr. Reg 1	
Jun-07		
Jul-07		
Aug-07		

Sep-07	D3 Constr. Reg 1	
Oct-07		
Nov-07	D3 Environmental/ROW	
Dec-07		
Jan-08	HQ Construction Admin.	
Feb-08		
Feb-08		
Mar-08	HQ Traffic	
Apr-08	HQ Materials	
May-08		
Jun-08		
Jul-08	HQ Maintenance	
Aug-08	HQ Environmental	
Sep-08	HQ Roadway Design	
Oct-08		
Nov-08	HQ ROW	
Dec-08	HQ Bridge	
Jan-09		
Feb-09		
Mar-09		
Apr-09		PE TEST
May-09	HQ Transp. Planning	
Jun-09	HQ Hwy Programming	
Jul-09	D3	
Aug-09		
Sep-09		
Oct-09		
Nov-09		
Dec-09		
Jan-10		

PCN 5555

Printed January 17, 2008

BACK TO INDEX

APPENDIX

DEPARTMENT EIT LIST

1	Francis Ames	Jan-52	41	Jerry Pearring	Jun-55	81	Roald Bjornland	Feb-59
2	T. P. Grimmett	Jan-52	42	Sidney Scribner	Jun-55	82	Jay Cornelison	Jun-59
3	Eldon Bennett	Jun-52	43	Vale McMinn	Jun-55	83	W. Leroy Meyer	Jun-59
4	Elmer Peterson	Jun-52	44	Donald Schmith	Jul-55	84	Andrew Nielson	Jul-59
5	Max Jensen	Jun-52	45	Richard Kerns	Feb-56	85	Lawrence Ball	Jul-59
6	Douglas Finkelnberg	Aug-52	46	Charles (Rusty) Shade	May-56	86	Nils Jorol	Jul-59
7	Thomas Beeston	Jun-53	47	C.R. Allen	Jun-56	87	James Gneckow	Sep-59
8	William Bolton	Jun-53	48	Clayter Forsgren	Jun-56	88	Clayton Sullivan	Jan-60
9	Harvey Glover	Jul-53	49	Don Fries	Jun-56	89	Allan Samuels	Jun-60
10	Marcey Laragan	Jul-53	50	G.R. Phillips	Oct-56	90	Brent Frank	Jun-60
11	Keith Anderson	Oct-53	51	James Pline	Nov-56	91	Donald Morse	Jun-60
12	Bill Pardew	Feb-54	52	Robert Stoker	Feb-57	92	James Crowe	Jun-60
13	Anton Dobrovolny	Apr-54	53	Tor Heyerdahl	Apr-57	93	Louise Odermott	Jun-60
14	Merle Harding	Apr-54	54	Howard Pilkington	May-57	94	Richard H. Brown	Jun-60
15	Russell Thomas	Apr-54	55	Chor Yu	Jun-57	95	Robert M. Dahmer	Jun-60
16	Clifford Taylor	Jun-54	56	George Gowans	Jun-57	96	Warren Watts	Jun-60
17	Don Hall	Jun-54	57	Jerald Dick	Jun-57	97	James R.Pautzke	Jul-60
18	Don Meldon	Jun-54	58	John Wilson	Jun-57	98	Monte Fiala	Jul-60
19	Edward Fila	Jun-54	59	Ralph (Ted) Gwin	Jun-57	99	Wayne Cheney	Jul-60
20	Gary Stoor	Jun-54	60	Rex Helm	Jun-57	100	William Freeman	Sep-60
21	Gerald Lind	Jun-54	61	Richard Sorenson	Jul-57	101	James Starr	Nov-60
22	Howard Johnson	Jun-54	62	James Hill	Aug-57	102	Richard S. Miller	Apr-61
23	R.K. Brimhall	Jun-54	63	Ted Bell	Oct-57	103	Dee R. Greene	Jun-61
24	Robert Dunsmore	Jun-54	64	Bryant Lemon	Feb-58	104	John Wanamaker	Jun-61
25	Robert Gray	Jun-54	65	Fred Weber	Apr-58	105	**Robert Newell**	Jun-61
26	Weldon Nielson.	Jun-54	66	Don Mecham	Jun-58	106	Wayne Church	Oct-61
27	Eugene Burbidge	Jul-54	67	Everett Kidner	Jun-58	107	Richard Hedges	Dec-61
28	Kenneth Anderson	Jul-54	68	George (Keith) Green	Jun-58	108	Max Blodgett	Feb-62
29	Neil Barrus	Jul-54	69	John Andreassen	Jun-58	109	Herman Zollinger	Jun-62
30	William Sylvies	Aug-54	70	Odd Hogset	Jun-58	110	Phillip Geertson	Jun-62
31	Charles McDonald	Oct-54	71	Richard Holmes	Jun-58	111	John Nelson	Jul-62
32	Harold Marton	Oct-54	72	Scott Mahon	Jun-58	112	Lowell Barrick	Jul-62
33	Leland Hatch	Oct-54	73	Val Dean Alder	Jun-58	113	Ladell Vance	Sep-62
34	E. Kay Montgomery	Nov-54	74	Boyd Rood	Jun-58	114	Herbert Cheeley	Apr-63
35	Alvan Brunelle	Jan-55	75	A.C. Armstrong	Sep-58	115	John Wilson	Apr-63
36	Burt Clemenhagen	Jun-55	76	Joseph Laird	Sep-58	116	John Phipps	May-63
37	Charles Stillman	Jun-55	77	James McBride	Jan-59	117	Douglas McAtee	Jun-63
38	Dean Tisdale	Jun-55	78	Devendra Rajani	Feb-59	118	Gary Kennaly	Jun-63
39	James LePard	Jun-55	79	James Clayton	Feb-59	119	James Bentley	Jun-63
40	Jay T. Brazie	Jun-55	80	Ray Norberg	Feb-59	120	John Straubhar	Jun-63

APPENDIX
DEPARTMENT EIT LIST

121	Jon T. Schierman	Jun-63
122	Larry O'Dell	Jun-63
123	Ronald Scheuffele	Jul-63
124	Charles Link	Aug-63
125	Karl (Lamar) Duffin	Aug-63
126	Gerald J. Hussin	Sep-63
127	James Acarregui	Sep-63
128	Terry R. Howard	Sep-63
129	Robert Elvin	Feb-64
130	Jesse Green	Jun-64
131	Virgil J. Larson	Jun-64
132	J.J. Tanner	Dec-64
133	Homer Biggers	Jan-65
134	Hugh Lydston	Feb-65
135	Marvin Fallon	Feb-65
136	Gene Wortham	Mar-65
137	Clinton Kingsford	Jun-65
138	Robert Ewing	Jun-65
139	Robert Plastino	Jun-65
140	Harold Stiles	Sep-65
141	Russell Walburger	Apr-66
142	J.W. Gundlach	Jun-66
143	Koorsh Fouladpour	Jun-66
144	Clyde Gillespie	Jul-66
145	Milford Miller	Jul-66
146	Robert Haye	Jul-66
147	Stanley Carper	Dec-66
148	Larry Grassmick	Jan-67
149	Marvin Hess	Jan-67
150	Marvin McGowan	Jan-67
151	Jo Beakley	Jun-67
152	Ronald J. Santi	Jun-67
153	DeVerl Peterson	Feb-68
154	Gary M. Hazen	Feb-68
155	Larry A. Wolf	Feb-68
156	Larry VanOver	Mar-68
157	David B. Fields	Jun-68
158	Stephan L. Monlux	Jun-68
159	Dick A. Wilson	Jul-68
160	Irving W. Muir	Jul-68
161	Thomas S. Baker	Jul-68
162	Thomas J. Crook	Aug-68
163	James Howard	Sep-68
164	Wayne Pickerill	Jan-69
165	Alex Tupyi	Feb-69
166	**Mike Ebright**	Feb-69
167	B.A. Brotnov	Jun-69
168	Steve Mample	Jun-69
169	**Phil Rumsey**	Sep-69
170	Bill Merritt, Jr.	Sep-69
171	Al Stanley	Oct-69
172	Clayton Anderson	Feb-70
173	Roger Hopt	Feb-70
174	Brian Kremer	Feb-70
175	William Mares	Feb-70
176	Donald Benson	Jun-70
177	Earl (Lee) Wilson	Jun-70
178	Gerald Martens	Jun-70
179	Jimmy Ross	Jun-70
180	John Pagliuso	Jun-70
181	Kenneth Thomas	Jun-70
182	**Patrick Lightfield**	Jun-70
183	Ronald Blake	Jun-70
184	**Timothy Swenson**	Jun-70
185	Dan McComb	Jul-70
186	Denny B. Twitchell	May-71
187	**Lotwick I. Reese**	Jul-71
188	John E. Beal	Mar-72
189	Steven C. Hutchinson	May-72
190	Dee J Burrie	Jun-72
191	Dennis C. Smith	Jun-72
192	Gary A. Bishop	Jun-72
193	Randall E. Wild	Jun-72
194	Stanley R. Mullinix	Aug-72
195	Steven M. Smart	Nov-72
196	Jack Olson	Jun-73
197	Ruben B. Manubay	Jun-73
198	William T. Renison	Jun-73
199	Daryl Mullinix	Jul-73
200	**Greg Laragan**	Sep-74
201	Rodney Chaney	Sep-74
202	Marilyn Olmstead Broek	Jan-77
203	**Douglas M. Chase**	Nov-77
204	**Tri Buu**	Jun-78
205	Damian Galinato	Aug-78
206	**Gary Moles**	Nov-79
207	**Loren Thomas**	Nov-79
208	Kathy Sleeger	Jan-80
209	Robert E. Richardson	Jul-81
210	**Scott Gurnsey**	May-82
211	**Steve Gertonson**	May-83
212	**Ron Mackelprang**	May-83
213	Charles Showers	May-83
214	**Kathleen Slinger**	May-83
215	Don Wintch	May-83
216	Linda Clayton Mitchell	Jun-83
217	**Jeff Miles**	Feb-84
218	Reid Dudley	Jul-84
219	**Edward Bala**	Aug-84
220	**Brent Jennings**	Aug-84
221	**Scott Malone**	Aug-84
222	**Ken Clausen**	Sep-84
223	David Rice	Sep-84
224	**David Couch**	Nov-85
225	Jim Porter	Nov-85
226	Jim Roletto	Nov-85
227	**Gary Sanderson**	Nov-85
228	Sue Schaff Weaver	Nov-85
229	Ted Thomas	Jul-86
230	**Jeff Drager**	Nov-86
231	**Ted Mason**	Nov-86
232	**John Perfect**	Nov-86
233	**Devin Rigby**	Nov-86
234	**Mike Santi**	Nov-86
235	**Andrea Paroni Storjohann**	Dec-87
236	Karry Fisher	Jan-88
237	**Carl Main**	Apr-88
238	Brian Smith	Jul-88
239	**Paul Steele**	Jul-88
240	**Mark Wheeler**	Jul-88

APPENDIX
DEPARTMENT EIT LIST

241	Michael Emrick	Aug-88
242	**Nestor Fernandez**	Mar-89
243	**Jeff Morf**	Mar-89
244	Ray Wright	Mar-89
245	**David Jones**	May-89
246	**Brian Poole**	Mar-90
247	Melanie Davis	Dec-90
248	Brendan LeBlanc	Dec-90
249	**Michael Garz**	Jun-91
250	**David Kuisti**	Jun-91
251	**Blake Rindlisbacher**	Jun-91
252	**Joe Schacher**	Jun-91
253	**Marvin Fenn**	Jul-91
254	**Michael Dehlin**	Sep-91
255	**Doral Hoff**	Sep-91
256	Sharon Feeley	Nov-91
257	**Walter Burnside**	Feb-92
258	Michael Johnson	Apr-92
259	Sheila Ogden	Apr-92
260	Weiming Bien	Sep-92
261	Douglas Cox	Sep-92
262	**Kenneth Sorenson**	Dec-92
263	Eric Anderson	Oct-93
264	Lance Johnson	Oct-93
265	**Leonard Baxter**	Jun-94
266	**Scot Stacey**	Jun-94
267	**Wade Allen**	Jul-94
268	Eric Shannon	Aug-94
269	Brian Yeager	Aug-95
270	Drew Woods	Aug-95
271	**Shawna King**	Aug-95
272	Jonathan Lehnart	Jul-96
273	Chris Fredericksen	Apr-97
274	**Corey Krantz**	May-97
275	**James Orner**	May-97
276	**Karen Asper Hiatt**	May-97
277	Lisa Applebee	May-97
278	**Muhamad Zubery**	Jun-97
279	Scott Macey	Jun-97
280	Jim Jensen	Apr-98
281	Chris Canfield	Jun-98
282	Jon Whipple	Jun-98
283	Katherine Hampton Porter	Jun-98
284	**Kimbol Allen**	May-99
285	Camille Cram	Jun-99
286	**Jason Minzghor**	Jun-99
287	**Kevin Sablan**	Sep-99
288	**Jason Brinkman**	Jan-00
289	Coralie Mattox	Jun-00
290	**Monica Crider**	Jun-00
291	**Thomas Brown**	Jun-00
292	**Jayme Cruthoff Coonce**	Jan-01
293	Jon Ogden	May-01
294	Kyle Radek	Nov-01
295	Joshua Jacobson	Dec-01
296	Jesse Scheurman	May-02
297	Jaron Burnside	Jan-03
298	John Mortenson	May-03
299	**Dan Gorley**	Jun-03
300	**Chad Clawson**	Jul-03
301	**Jerry Wilson**	Jan-04
302	Christian Michaelson	May-04
303	Paul Leonard	May-04
304	Todd Tuckett	Jun-04
305	**Ryan Hawkins**	Jun-04
306	Kristen Rutter	Dec-04
307	**Tisha Hyde**	Feb-05
308	Billy Fullmer	May-05
309	Katie Powell	Jan-06
310	**Justin Wuest**	May-06
311	Brett McDermott	May-06
312	**Erika Stoddard**	Nov-06
313	**Justin Price**	Mar-07
314	Tyson Price	Jul-07
315	**Mike McKee**	Jan-08
316	Brad Ortman	Jan-08
317	**Sharla Nelson**	Apr-08
318	**Scott Redding**	May-08
319	**Jacob Legler**	May-08
320	**Bryan Young**	May08
321	**Marc Danley**	May-08
322	**Doug Yearsley**	Jun-08

BACK TO INDEX